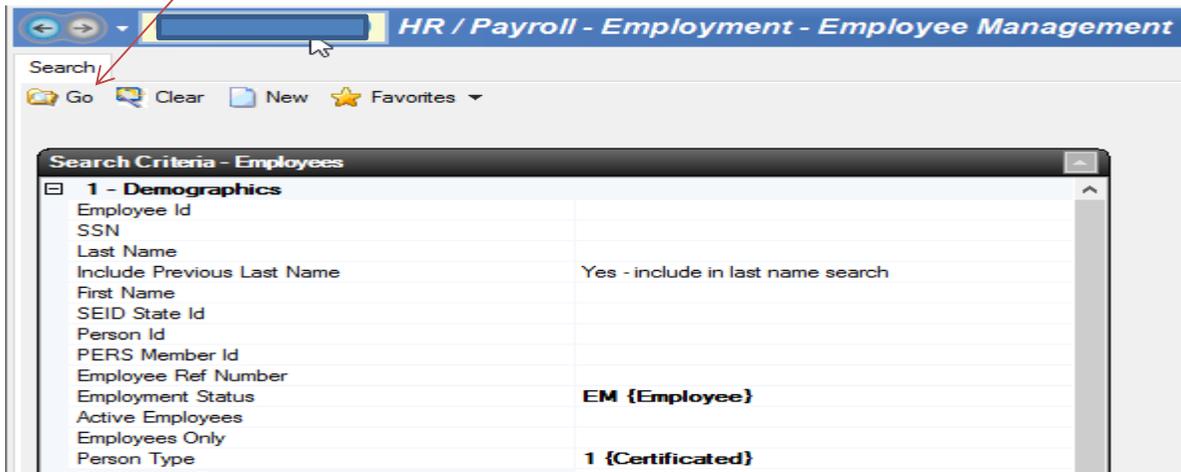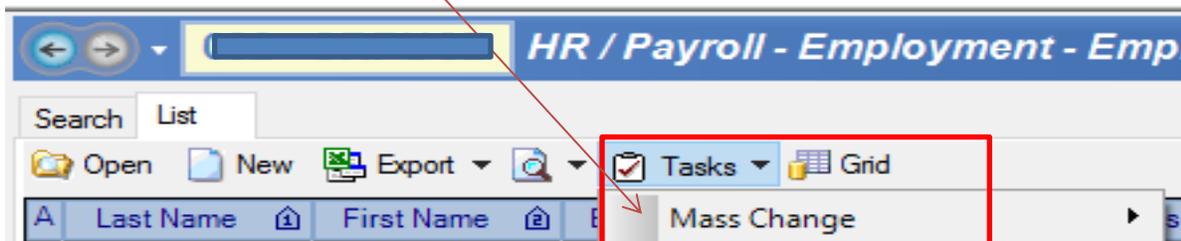# Mass Update Employee Detail

1.   Go to HR/Payroll-Employment-Employee Management

2.   Create Search to generate a list of employees you would like to update.

Example: I created a list for all Employees with the Employment Status = EM (Employee), and Person Type = 1 (Certificated). This will create a list of all Certificated Staff with the Status of Employee.
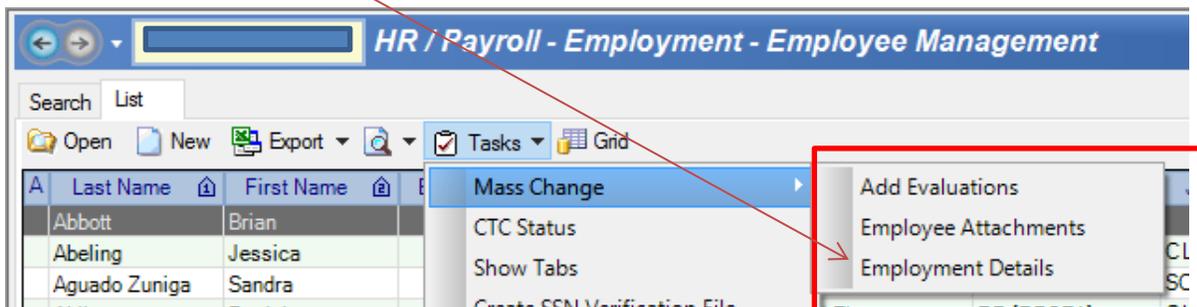
3.   Select Go

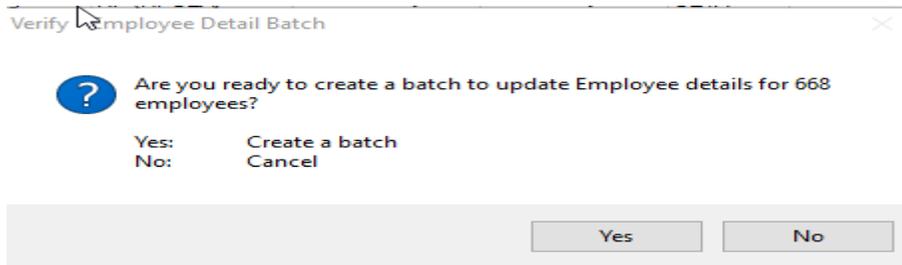4.   Go to Tasks and Select Mass Change from the Drop Down
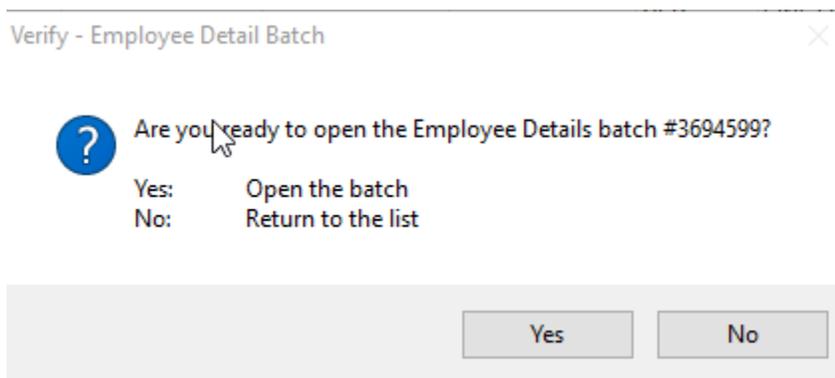

5.   Select Employment Details

The system will ask you if you are ready to create a batch to update Employee Details.
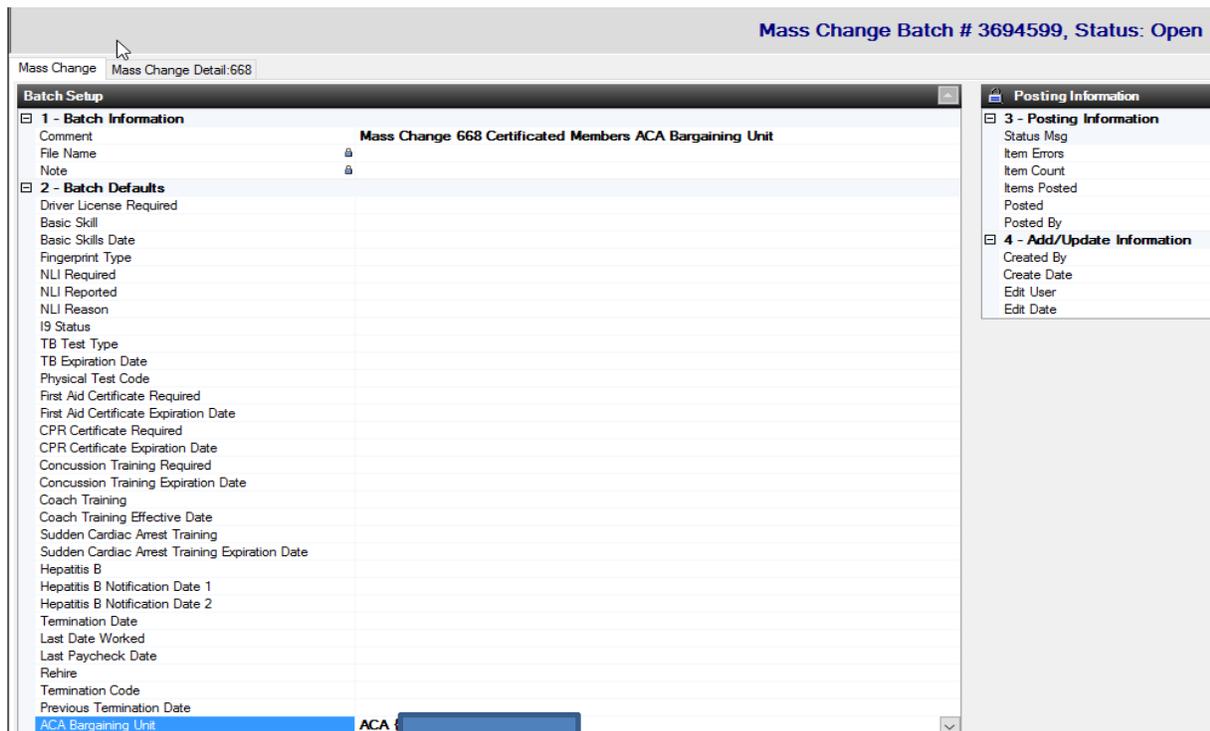
6.   Select Yes, to create a batch

Verify Employee Detail Batch   ✕

?   Are you ready to create a batch to update Employee details for 668
    employees?

    Yes: Create a batch
    No: Cancel

                                            [Yes]   [No]

7.   Select Yes, if you are ready to open the Employee Details batch

Verify - Employee Detail Batch   ✕

?   Are you ready to open the Employee Details batch #3694599?

    Yes: Open the batch
    No: Return to the list

                                    [Yes]   [No]
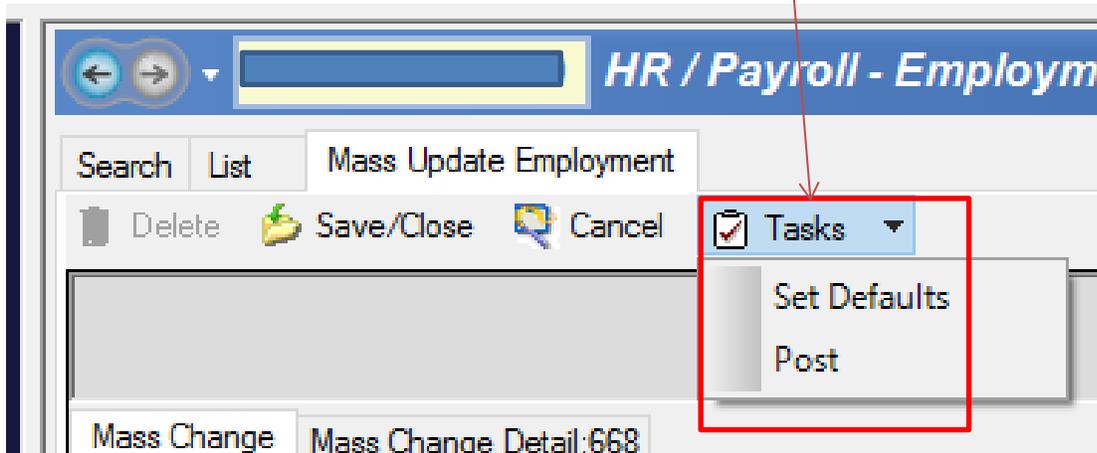
8.   Populate the fields that apply to the item you want to mass change.

        Example: Update all Certificated Staff members in the list to have ACA listed as their ACA
   Bargaining Unit.

Mass Change Batch # 3694599, Status: Open

Mass Change | Mass Change Detail:668

Batch Setup		Posting Information
⊟ 1 – Batch Information		⊟ 3 – Posting Information
Comment	Mass Change 668 Certificated Members ACA Bargaining Unit	Status Msg
File Name	🔒	Item Errors
Note	🔒	Item Count
⊟ 2 – Batch Defaults		Items Posted
Driver License Required		Posted
Basic Skill		Posted By
Basic Skills Date		⊟ 4 – Add/Update Information
Fingerprint Type		Created By
NLI Required		Create Date
NLI Reported		Edit User
NLI Reason		Edit Date
I9 Status		
TB Test Type		
TB Expiration Date		
Physical Test Code		
First Aid Certificate Required		
First Aid Certificate Expiration Date		
CPR Certificate Required		
CPR Certificate Expiration Date		
Concussion Training Required		
Concussion Training Expiration Date		
Coach Training		
Coach Training Effective Date		
Sudden Cardiac Arrest Training		
Sudden Cardiac Arrest Training Expiration Date		
Hepatitis B		
Hepatitis B Notification Date 1		
Hepatitis B Notification Date 2		
Termination Date		
Last Date Worked		
Last Paycheck Date		
Rehire		
Termination Code		
Previous Termination Date		
ACA Bargaining Unit	ACA	

9.   Select Tasks

The drop down has TWO selections: Set Defaults or Post

9a. Create the batch using the Set Default.

- Selecting Set Default **allows you to enter in the Field Changes on the Mass Change Detail form** and it will set this as the default for all employees included in the list.
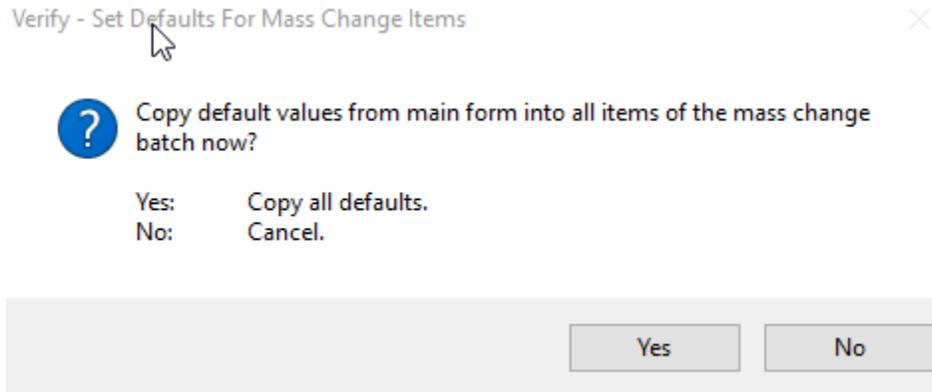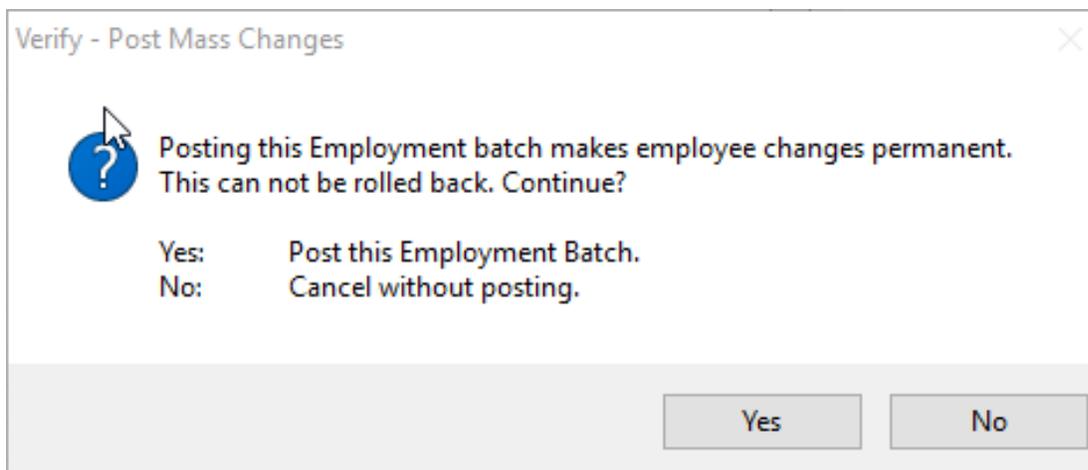

10.   Batch remains in Open status.

You can now go to the Mass Change Detail Tab to review your changes.

Notice the lines are now bold indicating the changes. If there were Errors you would have Error

Messages listed in the third column.

Mass Change	Mass Change Detail:668				
⬜ New	📊 Export	🗑 Delete	☝ Undelete	💬 Cancel All	

Employee	Name	Error Messag	Driver Licens	Driver Licens	Driv
ian J} ▾	🔒 Abbott, Bria 🔒				
006794	🔒 Abeling, Je 🔒				
007211	🔒 Aguado Zu 🔒				
001951	🔒 Ahlborn, Pa 🔒				
007448	🔒 Aiello, Jose 🔒				
007010	🔒 Alban, Sam 🔒				
007597	🔒 Alcazar, De 🔒				
007186	🔒 Alderman, 🔒				

Rehire	Termination	Previous Ter	ACA Bargaini	Influenza Im	Infl
			ACA{No Re		
			ACA{No Re		
			ACA{No Re		
			ACA{No Re		
			ACA{No Re		
			ACA{No Re		
			ACA{No Re		
			ACA{No Re		

12.   You can enter in individual changes if needed, since you have the list open.

13.   Go to Tasks, select Yes, to create and POST the Batch.

Verify - Post Mass Changes   ✕

❓   Posting this Employment batch makes employee changes permanent.
     This can not be rolled back. Continue?

     Yes: Post this Employment Batch.
     No: Cancel without posting.

                                                  [Yes]   [No]

14.   You can always check your batch status by going to HR/Payroll-Processes-Mass Changes-
       Employment Details. Find the batch and open it. Once its posted the status will be updated to
       posted, and the line items will no longer be bold.